

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN



Notice of Vacancy

Announcement # 16-01

**Case Administrator II
Grand Rapids, Michigan**

Closing Date: February 26, 2016

Salary Range: \$39,171 - \$63,664 (CL 25)

(Starting Salary commensurate with qualifications and experience)

The United States Bankruptcy Court for the Western District of Michigan is focused on providing exceptional service to the court, members of the legal community and the general public. We are seeking applicants for a full-time **Case Administrator II**.

The Case Administrator II reports directly to the Operations Manager and is responsible for maintaining and processing case information in the Court's Case Management/ Electronic Court Filing System (CM/ECF) from opening to final disposition.

Representative Duties

Duties include, but are not limited to the following:

- Assist customers at intake counter, accept documents, inform customers of required fees, receive payments and issue receipts.
- Secure funds in cash register and balance funds at the end of the day.
- Process credit card payments for filed documents.
- Open cases in case management system. Docket initial opening events. Certify court documents.
- Receive and stamp incoming documents. Maintain mail meter and meter log.
- Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys and others.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center.
- Assist the public in the use of computerized databases.
- Review filed documents to determine conformity with rules, practices, and filing requirements. Take appropriate action as necessary.
- Accept, review and process documents while ensuring accuracy and timeliness of data entered into the case management system. Perform quality control on all entries.
- Prepare deficiency notices, verify and issue summons, certify court documents.
- Monitor bankruptcy cases to ensure timely progression from case opening to final disposition.
- Audit cases for discharge and closing.
- Record court proceedings.
- Open and process new appeals; assign case numbers for appeals.
- Update creditor and claims database. Note objections, orders, assignments, or withdrawals on claims register. Transmit records to appropriate court. Transmit notices to the Bankruptcy Notice Center (BNC). Ensure event codes are entered accurately. Assign Claim numbers.
- Communicate effectively with judges, chambers staff, court staff, and the public.
- Assist external filers and the public with questions regarding bankruptcy procedures, status of cases and hearing information.
- Provide information to the public without providing legal advice.
- Provide backup coverage and perform other duties as assigned.

Preferred Qualifications

- Experience working in an electronic environment with various technologies to accomplish work.
- Knowledge of court policies, procedures and guidelines.
- Knowledge of legal terminology, procedure, or filings.
- Experience with Electronic Management System.
- A bachelor's degree from an accredited institution.

Minimum Qualifications

- Two years general clerical or administrative experience
- One year specialized experience involving the use of specialized terminology and procedures.
- Strong organizational and analytical skills.
- Must be detail oriented and have the ability to manage several priorities at one time.
- Excellent oral and written communication skills.
- Solid computer skills are required, including proficiency in the use of word processing software and other applications.
- Demonstrate attention to detail, critical thinking and the ability to take direction from others.
- Effectively communicate with court staff and the public.
- Possess excellent interpersonal skills and customer service skills.
- Must maintain a professional demeanor, exercise mature judgment and be a dependable and flexible team participant.
- Applicants must possess a high school diploma or the equivalent.

Conditions of Employment

Applicants must be United States Citizens or eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of a background investigation including a FBI fingerprint check. Judiciary employees serve under "Excepted Appointments" and are considered "AT-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

Benefits

The court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including a leave accrual program, participation in the Federal Employees Retirement System, Thrift Savings Plan with a percentage of contributions matched, choice of health benefit plan from several options, dental, and vision insurance, life insurance, long-term care insurance, flexible spending account for medical and/or dependent care expenses on a pre-tax basis, commuter benefit program, and periodic salary increases.

Application Procedure

To be considered for this position please submit:

- A resume detailing your education and experience
- A cover letter indicating the position you are applying for and identifying how your education and/or experience relates to the duties and responsibilities of the position.
- A completed Application for Judicial Branch Federal Employment, AO078 form, available at: <http://www.miwb.uscourts.gov/>

Incomplete or late applications will not be considered. Required documents can be submitted via mail or email and must be received no later than 4:00p.m. Friday, February 26, 2016. If submitting via email, please include all required documents in pdf format, preferably in one document, to MIWB_HR@miwb.uscourts.gov. If sending via mail, please submit all required documents to Attn: Human Resources Specialist, U.S. Bankruptcy Court, One Division Avenue North, Room 200, Grand Rapids, MI 49503

Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

The United States Bankruptcy Court for the Western District of Michigan is an Equal Opportunity Employer and values diversity in the work place.